

TITLE, SERIES, GRADE: Budget Analyst, GS-560-07/09

SALARY RANGE: GS-07: \$37,640 - \$48,993 per annum
GS-09: \$46,041 - \$59,852 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-09

VACANCY ANNOUNCEMENT NUMBER: 07-CRM-JC-069

AREA OF CONSIDERATION: All Interested Candidates and all eligible surplus/displaced Federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of active service may apply

OPENING DATE: 8/28/07

CLOSING DATE: Until Filled

DUTY LOCATION(S): Department of Justice, Criminal Division, Office of Administration, International Training Financial Management, Financial Management Staff, Washington, DC

THIS IS A TERM POSITION NTE TWO YEARS WITH A POSSIBLE TWO-YEAR EXTENSION

NUMBER OF VACANCIES: 1 or more positions

JOB SUMMARY:

- Processes, analyzes, and reports financial information.
- Assists with the reporting system in ensuring data is loaded, quality checked for accuracy, and ensuring all pertinent data elements are entered into the system.
- Ensures funding document information is entered into the reporting system and quality checked against control files.
- Collects, processes, and reviews information regarding financial obligations incurred by program operations.
- Tracks reimbursable agreements, both funding and expenses, and prepares reimbursable billings to recover the expenses incurred, as well as ensures the accuracy of the bill processing.
- Reviews and analyzes financial information from the FMIS accounting system to ensure that obligations and expenses are accurately reported and reflected in the accounting system.
- Makes any necessary adjustments in the accounting system to accurately reflect obligations and expenses.
- Reviews related international intergovernmental charges for accuracy; prepares regular status reports for programs.
- Assists in the administration of the reporting and analysis software system used by the International Training Financial Management office.
- Prepares information and correspondence requested by other agencies, the Office of

- Management and Budget, the Congress, or the general public.
Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

For the GS-07 level: One year of specialized experience equivalent to the GS-05 level which has consisted of obtaining, compiling and summarizing narrative information and quantitative data for use by others in the office; verifying the costs of line items in the budget and entering the costs in standard forms and schedules; and/or extracting budget and program data from computer printouts of accounting records, forms, and reports for use by co-workers.

For the GS-09 level: One year of specialized experience equivalent to the GS-07 level which has consisted of determining whether obligations, expenditures and allotments are within funding limitations of an approved budget; compiling analyzing and making corrective entries to income, operating expenses, and budget; compiling and organizing large amounts of information; and producing documents, forms, and correspondence.

EDUCATION SUBSTITUTION: As outlined in the Office of Personnel Management's Qualifications Handbook education may be substituted for specialized experience.

At the GS-07 Level: One (1) full year of graduate level education OR superior academic achievement.

At the GS-09 Level: Two full years of progressively higher level graduate education or equivalent degree (such as LL.B and J.D.).

REQUIREMENT for Outstanding Scholar Program (superior academic achievement) is based on class standing, grade-point average or honor society membership. Applicants must have a four-year degree and have a 3.5 or higher out of a possible 4.0 OR be elected to a national scholastic honor society OR must be in the upper third of the graduating class

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Knowledge of federal financial management processes, procedures, and regulations.
- 2) Ability to research, determine relevance, organize, analyze and formulate recommendations involving complex information.
- 3) Ability to articulate financial information and policies to program and administrative staff located both at headquarters and field offices.
- 4) Ability to express facts and ideas in writing and in a succinct and organized manner.

5) Ability to use off-the-shelf (OTS) software to analyze and report financial information; such as Microsoft Excel, Access, Powerpoint, and Hyperion Financial Management software.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

HOW TO APPLY:

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.
- If you are a status candidate and would like to be considered under competitive procedures, please annotate your resume, OF-612 or SF-171 indicating that you wish to be considered under both merit staffing promotion procedures and competitive procedures. If a statement is not included, status candidates will be considered only under merit staffing promotion procedures.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing

speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications and supplemental documentation can be e-mailed to: CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- If substituting education for specialized experience, transcripts must be submitted.
- This is a term full-time position.
- Time-in-grade requirements must be met by the closing date of this announcement.
- Applications received in government envelopes will not be considered.
- All qualifications for this position must be met by the closing date of this announcement.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

CONTACT PHONE: 202-305-7443

CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV

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